

MEDICAL ASSISTANT

DIPLOMA PROGRAM

Quarter Credit Hours Required = 60

Contact Hours Required = 840

This program is designed to prepare graduates to be multi-skilled medical assistants who work with and under the direction of a physician in clinical and administrative aspects of the physician's office or other medical setting. This specialized diploma program will focus on clinical techniques including examining room procedures, obtaining vital signs and medical histories, performing routine laboratory procedures, sterilizing and maintaining equipment, and the proper techniques for administering medications as directed by the physician, combined with administrative functions and duties. As a unique feature of the program, students will complete an externship in a physician's office, clinic, or related healthcare facility under the supervision of a physician, nurse, or health services professional.

Upon successful completion of this program, students should be able to

- function successfully in a healthcare setting requiring clinical and office skills;
- prepare and maintain the examination/treatment area under the supervision of a physician;
- use computer technology and administrative skills in a healthcare environment;
- provide emergency care including Cardiopulmonary Resuscitation (CPR); and
- coordinate a successful job search.

		Lecture Hours	Lab Hours	Externship Hours	Total Hours	Quarter Credit Hours
AOM 1010	Keyboarding	20	40	0	60	4
BIO 1120	Anatomy and Physiology: Body Structures	40	0	0	40	4
BIO 1130	Anatomy and Physiology: Organs and Systems	40	0	0	40	4
EDU 1010	Learning Framework	40	0	0	40	4
EDU 1020	Career Exploration/Planning	40	0	0	40	4
MEA 1010	Clinical Office Procedures I	20	40	0	60	4
MEA 1020	Clinical Office Procedures II	20	40	0	60	4
MEA 2500	Medical Assisting Certification Exam Review	20	0	0	20	2
MEA 2600	Medical Assisting Externship	0	0	180	180	6
MED 1010	Medical Terminology	40	0	0	40	4
MED 1080	Medical Office Procedures	20	40	0	60	4
MED 1140	Medical Law and Ethics	40	0	0	40	4
MED 1150	Pharmacology and Drug Administration	20	40	0	60	4
MED 1800	Medical Laboratory Procedures	20	40	0	60	4
MED 1840	Medical Insurance Procedures	40	0	0	40	4
TOTAL MINIMUM QUARTER CREDIT HOURS REQUIRED		420	240	180	840	60